

Instruction for beneficiaries:

Dear beneficiaries,

In relation to the Covid-19 pandemic situation and the local measures of the health authorities, with respect for preserving the health of all involved and help in the fight against the pandemic, the Managing Authority is temporarily introducing an alternative option for verification - Virtual (online) verification to replace the on the spot visits and verification for “soft” projects. All upcoming reports for “soft” projects could be object of a virtual visits and verification of expenditures. Your assigned controller/expert will communicate via the BP messages the plan for such mandatory “on the spot” check to be converted into virtual one (if applicable).

- 1) The virtual “on the spot” shall be conducted via live video connection (like provided by Webex, Viber, Zoom, Skype, Google, etc.). A “shared screen” could be used also if appropriate and needed. Screenshot of the connection could be taken by the controller/expert in any given moment, as well as short recording if needed for the purpose of check and validation. Please, respond promptly to the controller’s/expert’s messages in the BP related to organization of the check and prepare according to his/her instructions. Please make sure to have all project documents, accounting system and project outputs available and in short time reach. All proofs requested by the controller before, during or after the virtual on the spot visit shall be sent by the beneficiary as a message in MIS, and the bigger files through e-mail or through a file-sharing service within the set deadlines;
- 2) On the spot checklist is still being filled and signed by both parties (digital signatures, scanned pdf, or platform for online signing like Scrive, for example). Please, record all your comments in the relevant section and if using electronic signature, present also authentication declaration .
- 3) Additional declaration for the purpose of the check will also be sent to you by the controller to be completed and signed by official representative of the partner’s organization (as per current legal standing certificate).